

## **MINUTES SECRETARY**

1. Record Minutes of committee meetings, including Motions and actions.
2. Develop Minutes of AGM
3. Send draft copies of Minutes to President for approval, prior to circulation.
5. Modify drafts as appropriate.
5. Email Minutes and collated, attached reports to the Secretary, following the monthly meeting.

(1<sup>st</sup> edition May 2023. U3A Waverley)